**Record of annual review meeting of an Education Health and Care plan or a Statement of Special Educational Needs (Schools)**

This form must be completed annually in respect of children and young people who have a statement of special educational needs or Education, Health and Care plan.

For process refer to **Annual Review guidance for schools and settings**.

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| Child/young person’s name | | Date of birth |
| School: | | |
| Date of last annual review | Date of review meeting | |

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| Review of the statement/Education, Health and Care Plan | Yes | No |
| Could the needs be met by the Local Offer at SEN Support  (If 'Yes' the Local Authority will consider ceasing to maintain the statement/EHC Plan) |  |  |
| If it is considered that changes to the current statement/EHC Plan are necessary please annotate an electronic copy of current statement/EHCP (changes to Annex A only require an amendment of the EHC plan if they involve changes to long term outcomes, needs or provision). |  |  |
| Is there evidence and agreement that a reassessment of the pupil's special educational needs should be considered? |  |  |
| Is the child/young person transferring between phases of education?   * early years provider to school * infant school to junior school * primary school to middle school * primary school to secondary school * middle school to secondary school * secondary to post 16 provision     The review and amendments must be completed by 15 February in the year of transfer, or 31 March for transfers to post 16. |  |  |
| Is a change to the school anticipated, other than a transfer between phase? Give reasons. |  |  |
| Were any new safeguarding concerns raised?  Any safeguarding concerns must be dealt with as a matter of urgency in accordance with the advice here: <https://www.oxfordshire.gov.uk/cms/public-site/keeping-children-safe> |  |  |

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| Describe any other relevant changes in the child/young person's personal circumstances | |
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| Key points of discussion from the meeting | |
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| Did the child/young person attend the meeting? | Yes/No |

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| Parent(s)/carer(s) response or comments relating to any of the changes, including where there is any disagreement. |

Headteacher’s signature: Date:

**Send this to your SEN Officer with:**

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|  | Tick if attached |
| Any reports that have not already been provided prior to the meeting |  |
| An annotated copy of the **reviewed** Annex A including ‘People who will help’ to show who attended and submitted reports |  |
| A copy of the **new** Annex A showing planning for the next year and updated ‘People who will help’ |  |
| A copy of the school’s tracking report for the child/young person |  |
| An annotated EHC plan showing proposed changes to the plan if these are needed (this may require a new EHC plan to be issued) |  |

**This report must be sent to everyone invited within two weeks of the meeting.**